Getting Ready for December 2019 Shipments to Arrive

Housekeeping

- If you have problems hearing the presentation, dial in on a telephone. Dial–in information:

  - in the *Meeting Information* icon at the top–left of the screen

  - in your registration email (messenger@webex.com)

- Dialing in for audio is recommended for best sound quality.

- All attendees' lines have been muted due to the high number of participants.

- For questions or comments, use the "Q&A" function.

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Objectives

Today's session will cover the following topics:

- Upcoming Events

- Precode Verification Report

- Materials List

- Initial Orders (Test Materials and Precoded Answer Documents)

- Additional Orders

- Barcode Files

- Questions

Upcoming Events

Important Dates

- Districts receive shipment of test materials: 11/18–11/22

- Districts receive test administrator manuals: 11/18–11/22

  - The shipment includes 3–5, 6–8, and EOC manuals.

  - One manual will be shipped per 15 students; districts receive 10 percent overage based on spring 2019 registration data.

  - A district packing list (DPL) and secondary copies of campus shipping notices will be located in the district white box (Box 1).

  - Additional copies may be ordered in the Assessment Management System during the "Districts order additional materials" window.

- Districts order additional materials: 11/11–12/3

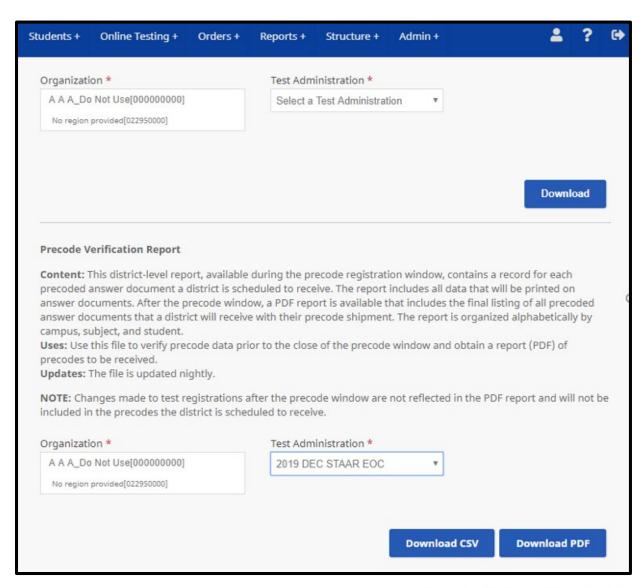- Districts receive precoded materials: By 11/25

Precode Verification Report

Precode Verification Report

- Before receipt of precoded answer documents, use the Precode Verification Report to review precodes.

- *Reports > Students > Precode Verification Report*

  - Available as a CSV and PDF

  - Final precode PDF includes precode records OOD/OOS test takers
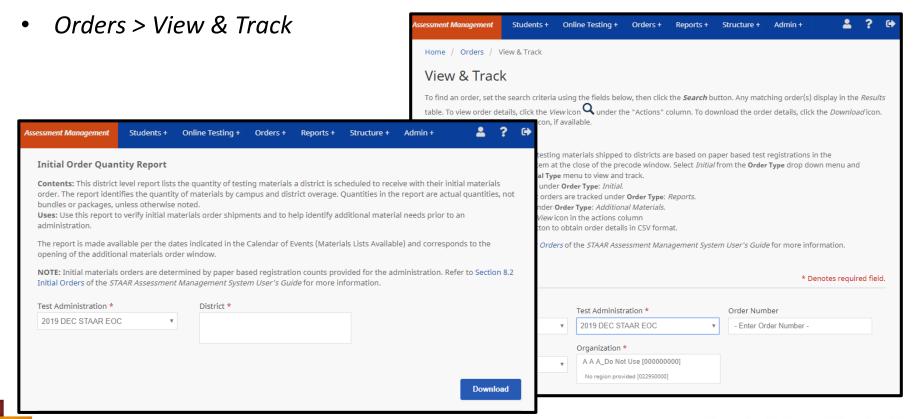
Precode Verification Report

- Lists all paper-based test registrations at the close of the precode registration window

  - One record for each precoded answer document that the district is scheduled to receive (serves as official record)

  - Available at the district or campus level

- Organized by campus, subject, student (alphabetical order)

										FOR SCHOOL USE ONLY												LOCAL	LOCAL
LAST NAME	FIRST NAME	MI	DOB		PEIMS ID	GR	SEX	ETH	I	A	B	P	W	ED	TIA	MS	L	B	ESL	SE	GT	AR	CT	STUDENT ID	USE
LEED	ANDREW					09																		456490004	
GROSS	RAY					11		1				1	0	0	0	0	0	0	0	1	1			456490001	
LEED	ANDREW					09																		909090909	

STAAR EOC:Dec 2016
CAMPUS PRECODE STUDENT LIST
PAGE 1

Run Date: 10/277/16

DISTRICT = 999999000 Training ISD

CAMPUS = 999999001 Training HS

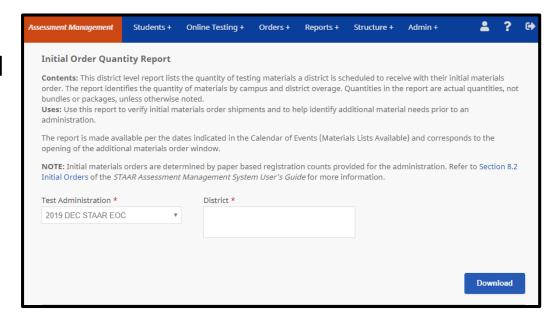TOTAL STUDENTS LISTED = 3

Materials List

Materials List

- Two options for viewing information on the quantities of all initial materials a district is scheduled to receive, separated by campus and district overage

  - *Reports > Orders > Initial Order Quantity Report*

  - *Orders > View & Track*

Materials List

Initial Order Quantity Report

- Contains the quantities of all initial materials a district is scheduled to receive, separated by campus and district overage

  - District overage 10% of all campus-level materials combined

  - Actual quantities listed, not bundles or packages, unless noted

Assessment Management	Students +	Online Testing +	Orders +	Reports +	Structure +	Admin +

Initial Order Quantity Report

Contents: This district level report lists the quantity of testing materials a district is scheduled to receive with their initial materials order. The report identifies the quantity of materials by campus and district overage. Quantities in the report are actual quantities, not bundles or packages, unless otherwise noted.
Uses: Use this report to verify initial materials order shipments and to help identify additional material needs prior to an administration.

The report is made available per the dates indicated in the Calendar of Events (Materials Lists Available) and corresponds to the opening of the additional materials order window.

NOTE: Initial materials orders are determined by paper based registration counts provided for the administration. Refer to Section 8.2 Initial Orders of the *STAAR Assessment Management System User's Guide* for more information.

Test Administration *
2019 DEC STAAR EOC

District *

Download

Region Number	District name	District code	Campus name	Campus code	STAAR SHPG MAT 3 IN PAP BANDS	STAAR ID SHEET BDL 2018
21	TRAINING ISD	999996000			10	1
21	TRAINING ISD	999996000	TRAINING H S	999996009	10	0
21	TRAINING ISD	999996000	TRAINING J H	999996004	10	0

Reminder: Initial material orders for primary administrations are based off of paper registrations.

Materials List

Orders > View & Track

- Orders viewable by Order Type
    - Additional Materials
    - Additional Copies Reports
    - Initial Order
- Three Materials Type options for initial orders
    - Test Materials
    - Precoded Materials
    - Precoded materials – Braille
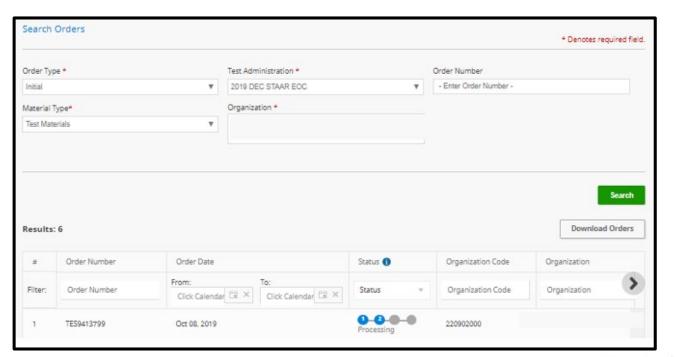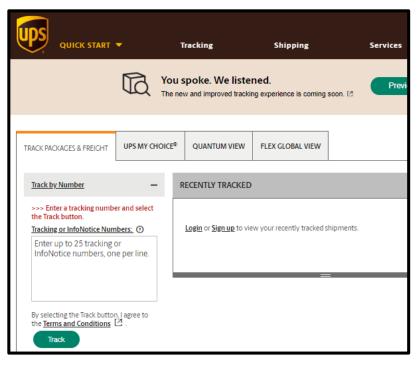- View and track by district or campus

Materials List

Orders > View & Track

🔍 • Users can view orders by campus or district in the user interface.

⬇ • Users can download a CSV file by individual campus or district overage.

  • CSV file contains the same material quantities listed in the Initial Order Quantity Report along with additional order information (e.g., Order Number, Order Status, etc.).

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Materials List

E1 Order Number	PO Number	Order-Status	Grade	Subject	Special Versions	Item Number	Box id number	Item description	Item Quantity
4687256		Delivered				795194	361754	STAAR SHPG MAT 3 IN PAP BANDS	10
4687256		Delivered				803119	361754	STAAR ENGI-ENGII SC RTN UPS DIST SPEC LBL APR18	1
4687256		Delivered				803121	361754	STAAR ENGI-ENGII NONSC RTN UPS LBL APR18	10
4687256		Delivered	EC	E1	P	803456	361754	STAAR ENGI FM1 TB APR18	20
4687256		Delivered	EC	E2	P	803458	361754	STAAR ENGII FM1 TB APR18	20
4687256		Delivered	EC	E1	P	803940	361754	STAAR ENGI AD APR18	20

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Initial Orders
(Test Materials and Precodes)

Initial Orders – Shipping Address

- Districts should verify shipping address during "Districts submit registration for STAAR and STAAR Alternate 2 paper materials" window.

  - *Structure > Organizations > View & Edit*
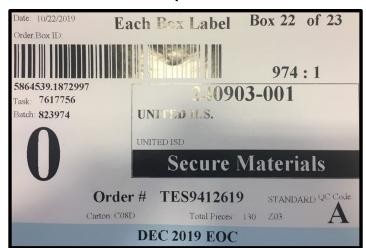
  - *Addresses* tab

  - Verify shipping address

Initial Orders – Shipping Address

- If the district's shipping address is incorrect, follow the instructions on TEA's website for making changes.

    - https://tea.texas.gov/student.assessment/district

    - If you are a school district and have to change the shipping address, your AskTED coordinator can make this update through TEAL. Make sure to use the physical address where all testing materials are received, not the mailing address where normal correspondence is sent unless they happen to be the same address.

- If materials are due to ship or in process of shipping to the wrong location, contact the Texas Assessment Support Center.

Initial Orders

- Test material shipments arrive in one shipment to the district and are boxed and labeled separately by campus and district overage.

    - For December 2019, if a district placed orders for large print or oral administration materials via Additional Orders from 9/16–10/4, those materials will be boxed at the district level.

- Shipments will include both secure and nonsecure materials.

- Braille orders will ship separately and will arrive no later than one week prior to testing.

- District overage and campus materials will arrive in brown boxes with the exception of the District Box 1 (white box – "BOX 1 OPEN FIRST" sticker).

Initial Orders

- Districts scheduled for freight shipments will receive test materials and precoded answer documents in a single shipment except for the May and June retest administrations.

- All bundles of test booklets will contain scannable bundle labels.

  - The TO and FROM serial numbers will be printed on each bundle label with a scannable barcode for each.

  - The scannable bundle label will allow scanning of all test booklet ranges without opening individual bundles.

STAAR ALGI FM1 TB DEC19

BUNDLE QTY
010

BUNDLE ID:

B188269878   3

BUNDLE ITEM
815839

SERIAL FROM: S887299900   8

SERIAL TO: S887299909   9

4510

Initial Orders – District Box 1

- District Box 1 (white box – "BOX 1 OPEN FIRST" sticker)

  - District Packing List

  - District Shipping Notice

  - Secondary Copy of Campus Shipping Notices

  - Bill of Lading (BOL)

- Depending on the quantity of materials, this box may contain additional district overage noted on the following slide.
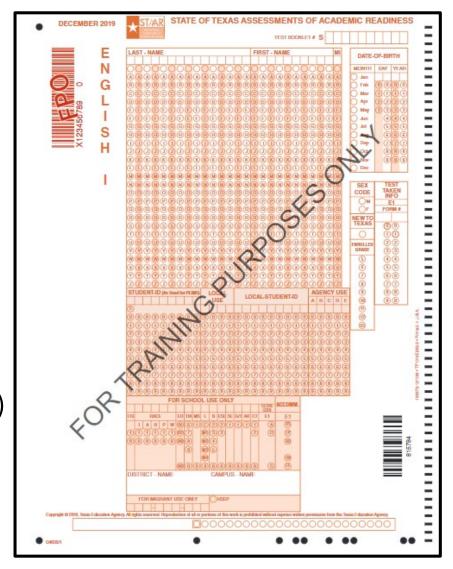
New: Beginning in December, the District Coordinator Kits are available online only. They will be posted to the *Help Documentation* tab in the Assessment Management System on November 18.

Initial Orders – District Overage

- District Overage Box(es) (brown)

  - Shipping Labels (scorable, nonscorable)

  - Paper Bands

  - Answer Documents (blank)

    - Campuses with precodes will receive a small overage of blank answer documents with the CDC barcode printed.

  - Class ID Sheets (blank)

  - Campus and Group ID Sheets (blank)

  - Voided Answer Document ID Sheets (blank)

  - Test Booklet Overage

  - White Box(es) (pre-labeled for scorable return)

Initial Orders – District Overage
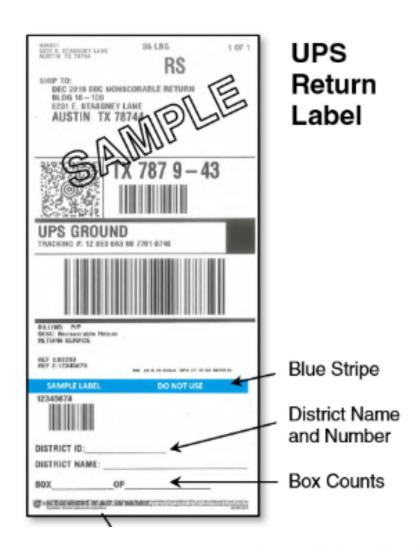
- Scorable Return Labels (green)

Freight Label (green)

**TEXAS STAAR
DEC 2019 EOC
SCORABLE RETURN
FREIGHT LABEL**

TO: Inbound Processing
6231 E. STASSNEY LANE
BUILDING 10-100
AUSTIN, TX 78744

INBOUND TRACKING #/Bar Code

SAMPLE DO NOT USE

District ID: _____123-456_____ ← District ID

District Name: _____EXAMPLE ISD_____ ← District Name

815926

BOX _____ of _____ ← Box Counts

UPS Return Label

SAMPLE

UPS GROUND

SAMPLE LABEL   DO NOT USE ← Green Stripe

District ID: 123456 ← District Name and Number
Example ISD
Scorable Box _____ of _____ ← Box Counts

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Initial Orders – District Overage

- Nonscorable Return Labels (blue)

Freight Label (blue)

TEXAS STAAR
DEC 2019 EOC
NONSCORABLE RETURN
FREIGHT LABEL

TO: Inbound Processing
6231 E. STASSNEY LANE
BUILDING 10-100
AUSTIN, TX 78744

INBOUND TRACKING #/Bar Code

SAMPLE DO NOT USE

District ID: _____ → District ID

District Name: _____ → District Name

815922

BOX _____ of _____ → Box Counts

UPS Return Label

SAMPLE

→ Blue Stripe

→ District Name and Number

→ Box Counts

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Initial Orders – Campus Box(es)

- Campus Box(es) (brown)

  - Campus Shipping Notice (Shipping Notice Enclosed)

  - Paper Bands

  - Test Booklets

Initial Orders – Resolve Shortages

- Eliminate shortages by first providing test booklets from the district overage.

- If additional test booklets are needed, move booklets from one campus to another.

  - Keep a record of the security numbers of booklets that are distributed from the overage or moved from one campus to another.

- Districts may opt to test students online if they have a shortage of paper test booklets or place additional orders as needed.

- Test booklets and answer documents may **NOT** be duplicated to resolve shortages.

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Initial Orders – Verify Testing Materials

- Locate the District Packing List inside Box 1 (white); this should be used to verify the total number of boxes received for district overage and each campus.

- Freight shipments will contain a pallet map (on each pallet) that will indicate the quantity and location of the district and campus boxes on each pallet.

- Districts do not need to open campus boxes to verify contents; campus testing coordinators will verify test booklet quantities.

- If a discrepancy is found, contact the Texas Assessment Support Center.

Initial Orders – Pallet Map

- Pallet Map

Initial Orders – District Packing List

- District Packing List

DISTRICT PACKING LIST

DECEMBER 2019

DISTRICT: 043910   TRAINING ISD

CDC#	Campus Name	Order#	Box Count	Pallet IDs
001	Campus A	TE19149337	16	14327
003	Campus B	TE19149338	10	14327
004	Campus C	TE19149339	8	14327
005	Campus D	TE19149340	9	14326, 14327
006	Campus E	TE19149341	16	14326
007	Campus F	TE19149342	11	14326
008	Campus G	TE19149343	3	14326
009	Campus H	TE19149344	8	14325, 14326
010	Campus I	TE19149345	15	14325
011	Campus J	TE19149346	9	14325
042	Campus K	TE19149347	1	14325
043	Campus L	TE19149348	1	14325
044	Campus M	TE19149349	2	14325
045	Campus N	TE19149350	1	14325
046	Campus O	TE19149351	1	14325
047	Campus P	TE19149352	2	14325
048	Campus Q	TE19149353	2	14325
049	Campus R	TE19149354	2	14325
050	Campus S	TE19149355	2	14325
052	Campus T	TE19149356	1	14325
053	Campus U	TE19149357	3	14324
054	Campus V	TE19149358	2	14324
056	Campus W	TE19149359	2	14324
197	Campus X	TE19149360	1	14324
200	Campus Y	TE19149361	1	14324
000	Campus Z	TE19149362	15	14324
	Campus AA			
	Campus BB			
	Campus CC			

| Totals: | | Orders: 26 | Boxes: 144 | Pallets:4 |

Initial Orders – Precoded Materials

- Precoded materials arrive in one shipment to the district and are bundled by campus.

- Precoded answer documents will arrive up to three weeks prior to, but no later than, the date noted on the Calendar of Events.

- Districts scheduled for freight shipments will receive test materials and precoded answer documents in a single shipment except for the May and June retest administrations.

- For STAAR EOC administrations, campus bundles are separated by subject.

- Precoded answer documents for students who are registered to test in braille prior to the close of the paper registration window will arrive in an additional, separate shipment no later than the week prior to testing.

- OOD/OOS precoded materials are included in the campus level bundle for the campus where the student is registered to test.

Initial Orders – Precoded Materials

- District Reports

  - District Report Cover Sheet (yellow)

  - STAAR OOD/OOS Report (district summary of total counts by subject for each campus)

    - Includes regular, OOD, and OOS student counts

  - District Precode Monitor List

    - Includes one sheet per subject per campus with total student counts

  - After the District Reports documents, campus bundles are packed by campus in the order listed on the following slides.

Initial Orders – Precoded Materials

Initial Orders – Precoded Materials

- STAAR Package Contents List (one per bundle)

  - First Student Name

  - Last Student Name

  - Count of Precoded Answer Documents

Initial Orders – Precoded Materials

- Campus Bundle (first)
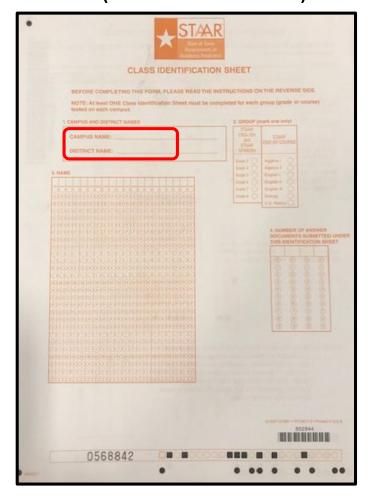
  1. Pre-bubbled Campus ID Sheet(s) (CDC barcode)

  2. Blank Campus ID Sheet(s) (generic barcode)
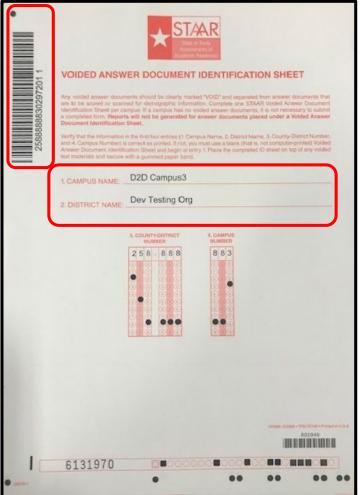
  3. Class ID Sheet(s) (printed with campus and district name)
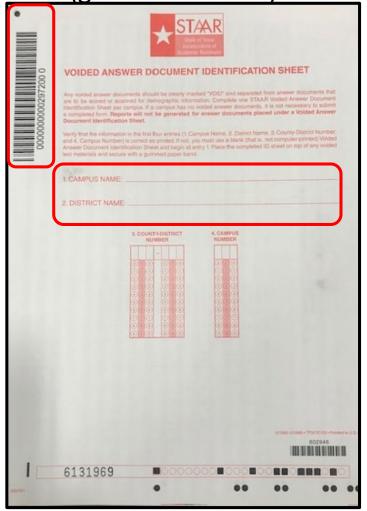
  4. Blank Class ID Sheet(s) (no CDC barcode)
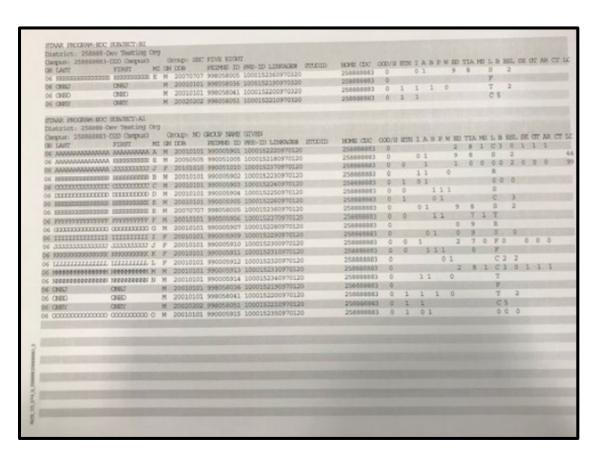
  5. Pre-bubbled Void ID Sheet(s) (CDC barcode)

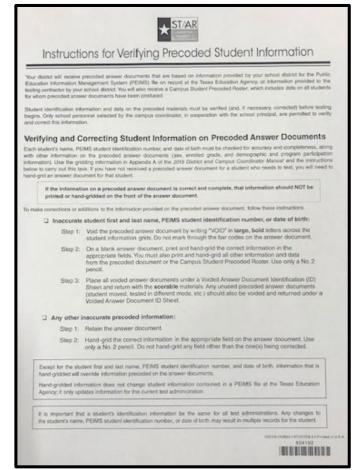 6. Blank Void ID Sheet(s) (generic barcode)

  7. Campus Roster

  8. Instructions

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Initial Orders – Precoded Materials

1. Pre-bubbled Campus ID Sheet (CDC barcode)

2. Blank Campus ID Sheet (generic barcode)

Initial Orders – Precoded Materials

3. Class ID Sheet
(printed with campus and district)

4. Blank Class ID Sheet
(no CDC barcode)

Initial Orders – Precoded Materials

5. Pre-bubbled Void ID
Sheet (CDC barcode)

6. Blank Void ID Sheet
(generic barcode)

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Initial Orders – Precoded Materials

7. Campus Roster

8. Instructions

Initial Orders – Precoded Materials

- Campus Precode Bundles

    - Campus Precodes (Each subject, and group within subject if applicable, is bundled separately.)

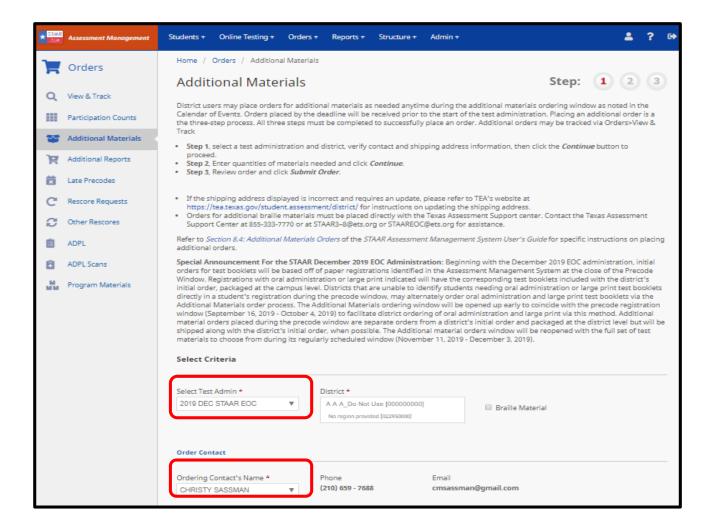   - Blank Overage Answer Documents (CDC barcode); (All subjects are bundled together.)

Additional Orders

Additional Orders

- Additional materials orders are placed at the district level.

  - NOTE: Additional orders for braille kits must be placed by contacting the Texas Assessment Support Center and completing a Braille Material Kit Additional Order Form.
    - This is only required if the student was not registered as a braille test taker during the "Districts submit registrations for STAAR and STAAR Alternate 2 paper materials" window on the Calendar of Events.

- Best Practice: Compare the quantity of initial materials you are to receive with test registration counts to determine additional materials needed.

  - Reports > Students > Test Registration Report
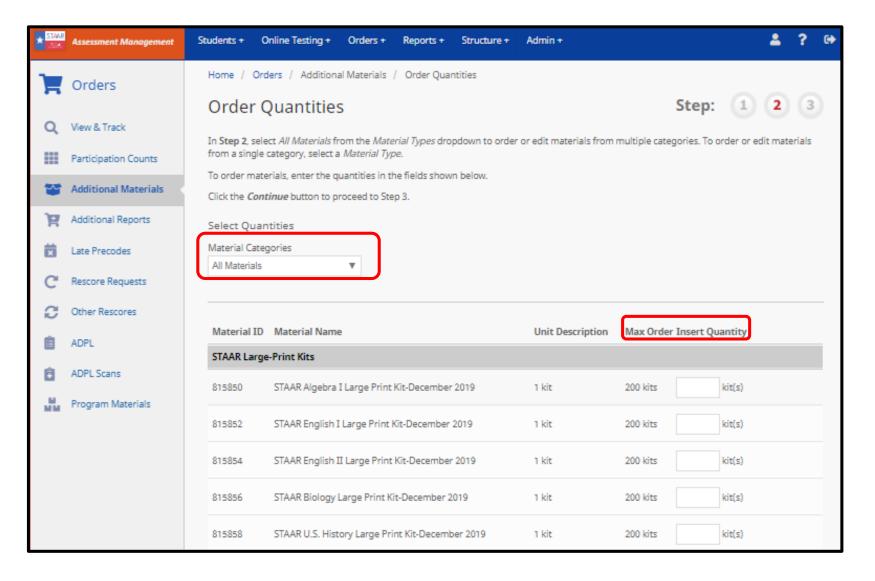
Additional Orders

- Place additional orders via Orders > Additional Materials.

- Additional Materials Order Types:

  - Manuals and Brochures

  - Blank Identification Sheets

  - Packing and Shipping Materials

  - Blank Answer Documents

  - Large Print Kits

  - Secure Test Booklets

- Note: Each submission creates a new additional order.

Additional Orders

Additional Orders
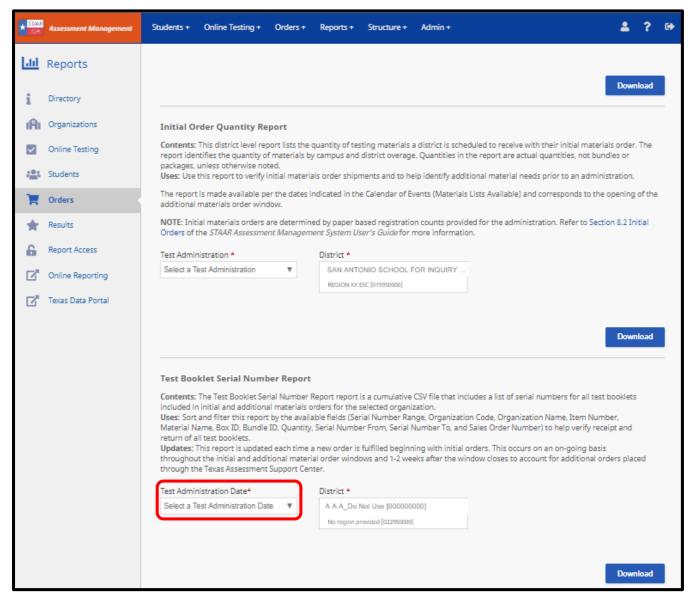
Barcode Files

Barcode Files

- ETS will provide electronic serialized test booklet information to select vendors (Test Hound, PC Pal Solutions, and RAMIS) for the December 2019 administration.

- Districts can also download a copy of these files from the Assessment Management System via *Reports > Orders > Test Booklet Serial Number Report*.

  - Available on the same date as the "Materials list available" date on the Calendar of Events (October 28, 2019)

  - Contains list of serial numbers of STAAR booklets assigned and shipped to district; can use to scan upon receipt

  - Includes initial shipments and will update nightly as additional orders are fulfilled

Barcode Files

Questions

Trainings

Upcoming Webinars

Visit http://www.TexasAssessment.gov/administrators/training/ to register for upcoming trainings and view past webinars.

- **Group Rostering in the Online Reporting Suite**
  - November 14, 2019, 1:30 p.m. – 3:00 p.m. (CT)
  - Register here

- **December 2019 Material Returns**
  - December 5, 2019, 1:30 p.m. – 3:00 p.m. (CT)
  - Register here

- **Preparing for the Release of December 2019 Scores**
  - January 9, 2020, 1:30 p.m. – 3:00 p.m. (CT)
  - Register here

Customer Support

- Texas Assessment Support Center

- Monday–Friday

- 8:00 a.m.–5:00 p.m. (CT)

- 855-333-7770

- STAAREOC@ets.org or STAAR3-8@ets.org

- Click the chat link in the *Help Documentation* tab in the STAAR Assessment Management System.